

This position is also being advertised Technician. The Technician Vacancy Announcement Number is 06-110.

**OFFICE OF THE ADJUTANT GENERAL
Virginia National Guard
Building 316, Ft Pickett
Blackstone, VA 23824-6316**

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STATEWIDE AIR AGR VACANCY ANNOUNCEMENT

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**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE
GUARD/RESERVE (AGR) 06-17,**

POSITION TITLE AND UNIT: Administrative Support Technician, 192d Fighter Wing,
Sandston, VA

GRADE: SSgt/E5– TSgt/E6

TOUR LENGTH: 1-6 years

PROJECTED DATE OF ENTRY:

DUTY STATION: 192d Fighter Wing, Sandston, VA

COMPATIBLE MILITARY ASSIGNMENT: AFSC 3A0XX

PROGRAM/CONVERSION REFERENCE: 80284

ELIGIBILITY OF FEMALES: Yes

OPENING DATE: 18 July 2006

CLOSING DATE: 22 August 2006

ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action. Member must possess the award skill level in the compatible AFSC commensurate with their rank. AGR applications with the required AFSC will be considered, if selected, applicants without the required AFSC must sign an agreement to retrain in accordance with applicable retraining instructions.

2. Applicants military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.

3. Must be a member of the VaANG or eligible for membership in the VaANG and have sufficient time on enlistment contract to cover length of tour.

4. Applicants for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation date (i.e. age 60). Personnel may be placed in AGR status for occasional, one-time tours, or for a probationary period established by the Adjutant General, not to exceed 6 years. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement

of Understanding (if recommended for the position), necessary in requesting waiver of this requirement by the Adjutant General or Air National Guard.

ADDITIONAL REQUIREMENTS:

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.
4. Relocation Entitlements Authorized.
5. This position is subject to relocation to Langley AFB, Hampton, VA as a result of the 192nd Fighter Wing integration with the 1st Fighter Wing.

DESCRIPTION OF DUTIES: Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt; storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. The PCIII work includes security clearances, personnel data control, force management, officer performance reports, training requirements, awards and decorations; inspecting administrative files, publications and procedures in other functional areas; managing the preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations and reconciles the orders process with the workday accounting program to ensure validation of orders requirement; performing and directing the preparation, distribution and accounting of all schedules, directives, maintenance orders, procedures, passports and summaries; and monitoring a correspondence and reports suspense system. As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution.

APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION: Interested members may apply by submitting a completed a completed NGB Form 34-1 direct to: OFFICE OF THE ADJUTANT GENERAL, VIRGINIA NATIONAL GUARD, ATTN: VAHR-M, BUILDING 316, FT PICKETT, BLACKSTONE, VIRGINIA 23824-6316. NGB Form 34-1 CAN BE OBTAINED FROM THE Base Personnel Office. (Military Personnel Flight). **No faxed applications will be accepted.**

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY EACH APPLICATION:

In-State: NGB Form 34-1 and RIP (ARNG personnel – DA Form 2-1 must be certified by PSB)

Out of State: NGB Form 34-1 and RIP (ARNG personnel – DA Form 2-1 must be certified by PSB), (ARNG personnel orders or other appropriate documentation showing MOS qualification).

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information Contact VAHR-M at commercial (434) 298-6337 or DSN: 438-6337 or Maj David Schlagel at (804) 236-6592 or DSN 864-6592

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date.

All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.

FOR THE ADJUTANT GENERAL:

//signed//
DAVID ARCHER
COL, AD, VaARNG
HUMAN RESOURCE OFFICER